

JOB ANNOUNCEMENT

FIRE ADMINISTRATIVE ASSISTANT / P&Z PERMIT TECHNICIAN

The City of Leon Valley is seeking for Administrative Assistant / Permit Technician. The ideal candidate must be a customer-friendly service-minded person with clerical and office setting experience.

This is a fulltime split position between the Fire Department and Planning & Zoning Department. 50% of your time you will be performing clerical work and administrative support to the Fire Department, to include typing, filing, receiving, and routing telephone calls, administering EMS billings with private collection agencies, and other work-related tasks as required. The other 50% of your time you will be providing clerical and technical support to the Planning & Zoning Department, to include customer service, permit issuance, typing, tracking, filing departmental documents, and providing information relative to land development, building, health, and code compliance regulations.

REQUIRES: High School Diploma/GED; valid TX Drivers' License, one (1) year of clerical and customer service experience involving general office computer programs and equipment.

SALARY: \$20.00 - \$22.51 per hour DOE.
100% Employee Coverage for Health, Dental and Life Insurances. Participation in (TMRS) Texas Municipal Retirement System with a 7% participation and 2:1 match.

APPLY: Submit your Completed Application and Resume to Lisa Hernandez, Human Resources Director, to Leon Valley City Hall at 6400 El Verde Rd, Leon Valley, TX 78238, Email: l.hernandez@leonvalleytexas.gov, or Fax (210) 684-1515. Position open until filled.